

Office of Training
SCHEDULE OF COURSES

January – June 1968



DECEMBER 1967

OFFICE OF TRAINING

SCHEDULE OF COURSES

January - June 1968

Changes will be announced in OTR Bulletins
or in Special Bulletins.

Additional copies of the Schedule of Courses
may be obtained from the Admissions and
Information Branch, Registrar Staff, OTR,
extension 2365 or 2896.

December 1967

Office of Training

Schedule of Courses

January through June 1968

Administrative Procedures

1 week - Full time.

5 - 9 Feb.
25 - 29 Mar.
15 - 19 Apr.

3 - 7 June
24 - 28 June

ADP Orientation

3 days - Full time.

30 Jan - 1 Feb
27 - 29 Feb
2 - 4 Apr

30 Apr - 2 May
11 - 13 June

Advanced Management (Planning)

5 1/2 days - Full time.

14 - 19 Jan
17 - 22 Mar
19 - 24 May

Air Operations

2 - 3 weeks - Full time.

5 - 20 Feb
3 - 18 June

Basic Country Survey: USSR

2 weeks - Full time or
3 weeks - Part time.

22 Apr - 3 May

Briefing Techniques

See Intelligence Briefing.

Challenge of Worldwide Communism
(for CTs)

3 weeks - Full time.

29 Jan - 14 Feb
14 Feb - 1 Mar

18 Mar - 5 Apr
6 - 24 May

Chiefs of Station Seminar

2 weeks - Full time.

5 - 16 Feb
8 - 19 Apr

10 - 21 June

25X1A China Familiarization 1 week - Full time.
 22 - 26 Jan 8 - 12 Apr
 [REDACTED] 2 weeks - Full time.
 26 Feb - 8 Mar 13 - 24 May
Clandestine Scientific and Technical Operations 2 weeks - Full time.
 29 Apr - 10 May
Clandestine Services Records I 1 week - Part time.
 8, 10, 12 Jan 4, 6, 8, Mar
Clandestine Services Records II 1 week - Part time.
 29 Jan - 2 Feb 4-12 Apr (CIS only)
 18 - 22 Mar 20-24 May
Clandestine Services Records III 2 days - Full time.
 11 - 12 Mar 6 - 7 May
Clandestine Services Review 9 days - Full time.
 19 Feb - 1 Mar 27 May - 7 June
Clerical Refresher 4 weeks - Part time.
 8 Jan - 2 Feb 22 Apr - 17 May
 12 Feb - 8 Mar 27 May - 21 June
 18 Mar - 12 Apr
Communist Party Organization and Operations 4 weeks - Part time.
 29 Jan - 16 Feb
Conference Techniques Not Scheduled.
Counterintelligence Familiarization 8 days - Full time.
 19 Feb - 1 Mar 17 - 26 June
 22 Apr - 1 May

Counterintelligence Operations

3 weeks - Full time.

29 Jan - 16 Feb

6 - 24 May

18 Mar - 5 Apr

Covert Action Operations Seminar

3 1/2 days - Full time.

10 - 13 Mar

9 - 12 June

Effective Speaking (at NPIC)

12 weeks (27 hrs) - Part time
(one session a week).

14 Feb - 24 Apr

Field Finance and Logistics

3 weeks - Full time.

29 Jan - 16 Feb

20 May - 6 June

18 Mar - 5 Apr

Geography of the USSR

Not Scheduled.

Headquarters Desk for CTs

2 weeks - Full time.

1 - 12 Apr (Includes CS Records)

Information Reporting, Reports, and Requirements

3 weeks - Full time.

8 - 26 Jan

8 - 26 Apr

26 Feb - 15 Mar

10 28 June

Information Reports Familiarization

1 week - Full time.

12 - 16 Feb

13 - 17 May

25 - 29 Mar

20 - 24 May

Intelligence Briefing

18 days - Part time.

4 - 27 Mar

Intelligence Production (for CTs)

9 weeks - Full time.

4 Mar - 3 May

3 June - 2 Aug

Intelligence Research Techniques

4 or 6 wks (2 or 3 days a wk)
Full time.

3 - 14 June

Intelligence Review

2 weeks - Full time.

15 - 26 Apr

SECRET

CIA INTERNAL USE ONLY

Intelligence Techniques 3 weeks - Full time.

29 Jan - 14 Feb
14 Feb - 1 Mar

18 Mar - 5 Apr
6 - 24 May

Introduction to Communism 2 weeks - Full time.

2 - 12 Jan
4 - 15 Mar

8 - 19 Apr
3 - 14 June

Introduction to Intelligence 2 weeks - Full time.

15 - 26 Jan
12 - 23 Feb

25 Mar - 5 Apr
20 - 31 May

Introduction to Map Reading and Imagery Analysis

8 days (over 3 weeks) - Full time.

3 - 19 Jan

15 Apr - 1 May

JCS/DIA

2 days - Full time.

13 - 14 Mar

*

Management

1 week - Full time.

12 - 16 Feb

6 - 10 May

Managerial Grid Seminar

6 days - Full time.

28 Jan - 2 Feb

21 - 26 Apr

Midcareer Executive Development Course 6 weeks - Full time.

28 Jan - 8 Mar

28 Apr - 7 June

25X1A

3 weeks - Full time.

4 - 22 Mar

3 - 21 June

Operations, Phase I

13 weeks - Full time.

2 Jan - 29 Mar

27 May - 23 Aug

Operations, Phase II (Includes 2 wks Jump) 11 weeks - Full time.

8 Jan - 22 Mar

4 Mar - 17 May

* Language Courses - see end of schedule.

SECRET

CIA INTERNAL USE ONLY

Operations Familiarization	4 weeks - Full time.
2 - 26 Jan	8 Apr - 3 May
Operations Support	3 weeks - Full time.
8 - 26 Jan	29 Apr - 17 May
26 Feb - 15 Mar	
Orientation to Intelligence	2 weeks - Full time.
4 - 15 Mar	
Politics Workshop	3 1/2 days - Full time.
15 Jan (Briefing)	21 - 24 Apr
28 - 31 Jan	
Senior Management Seminar	6 days - Full time.
12 - 17 May	
Soviet Bloc Operations	2 weeks - Full time.
22 Jan - 2 Feb	27 May - 7 June
18 - 29 Mar	
Supervision	1 week - Full time.
22 - 26 Jan	15 - 19 Apr
Support Services (Includes 1 week Grid)	8 weeks - Full time.
11 Mar - 3 May	3 June - 26 July
Support Services Review: Trends and Highlights	3 1/2 days - Full time.
5 - 8 Mar	4 - 7 June
30 Apr - 3 May	
Vietnam Training	
VAC 15 - 19 Jan	VSO 23 - 25 Jan
11 - 15 Mar	19 - 21 Mar
22 - 26 Apr	30 Apr - 2 May
10 - 14 June	18 - 20 June

Writing Workshop (Advanced)

Not Scheduled.

Writing Workshop (Basic)

4 weeks (28 hrs) - Part time.

27 May - 7 June (at NPIC)

18 June - 11 July

Writing Workshop (Intermediate)

4 weeks (28 hrs) - Part time.

2 - 19 Jan (at NPIC)

17 June - 10 July

Writing Courses: Correspondence

On Request.

Language Courses

Full time

French, German, Italian, Portuguese, and Spanish:

2 January 1968

1 July 1968

4 March 1968

(also 3 September 1968)

6 May 1968

Russian, Polish, Serbo-Croatian, Czech, and Hungarian:

2 January 1968 and

16 September 1968

All other Languages:

15 January 1968 and

16 September 1968

Part time

All Languages:

2 January 1968

6 May 1968

Note: Full-time courses last for six months; part-time courses, most of which meet for two hours in the morning three days a week, are scheduled for a total of either 100 hours or 200 hours.

Changes in Schedule of Courses:

Approved For Release 2000/08/21 : CIA-RDP78-06370A000200050001-9

SECRET

CIA INTERNAL USE ONLY

SECRET

Approved For Release 2000/08/21 : CIA-RDP78-06370A000200050001-9

25X1A

SECRET/[REDACTED] ONLY

Approved For Release 2000/08/21 : CIA-RDP78-06370A000200050001-9

SCHEDULE OF COURSES

January - June 1968

Approved For Release 2000/08/21 : CIA-RDP78-06370A000200050001-9

SECRET/[REDACTED] ONLY

25X1A

SECRET/ [REDACTED] ONLY
 Approved For Release 2000/08/21 : CIA-RDP78-06370A000200050001-9

Clandestine Scientific and Technical Operations

2 weeks - Full time.

29 Apr - 10 May

Clerical Refresher

4 weeks - Part time.

8 Jan - 2 Feb

22 Apr - 17 May

12 Feb - 8 Mar

27 May - 21 June

18 Mar - 12 Apr

Communist Party Organization and Operations

4 weeks - Part time.

29 Jan - 16 Feb

Conference Techniques

Not Scheduled.

Counterintelligence Familiarization

8 days - Full time.

19 Feb - 1 Mar

17 - 26 June

22 Apr - 1 May

Counterintelligence Operations

3 weeks - Full time.

29 Jan - 16 Feb

6 - 24 May

18 Mar - 5 Apr

Covert Action Operations Seminar

3 1/2 days - Full time.

10 - 13 Mar

9 - 12 June

Effective Speaking

12 weeks (27 hrs) -

Part time (1 session a week)

14 Feb - 24 Apr

Field Finance and Logistics

3 weeks - Full time.

29 Jan - 16 Feb

6 - 24 May

18 Mar - 5 Apr

Geography of the USSR

6 weeks - Part time

On Request.

Information Reporting, Reports, and Requirements

3 weeks - Full time.

8 - 26 Jan

8 - 26 Apr

26 Feb - 15 Mar

10 - 28 June

Approved For Release 2000/08/21 : CIA-RDP78-06370A000200050001-9

25X1A

Approved For Release 2000/08/21 : CIA-RDP78-06370A000200050001-9

SCHEDULE OF COURSES

Administrative Procedures	1 week - Full time.
5 - 9 Feb	3 - 7 June
25 - 29 Mar	24 - 28 June
15 - 19 Apr	
ADP Orientation	3 days - Full time.
30 Jan - 1 Feb	30 Apr - 2 May
27 - 29 Feb	11 - 13 June
2 - 4 Apr	
Advanced Management (Planning)	5 1/2 days - Full time.
14 - 19 Jan	19 - 24 May
17 - 22 Mar	
Air Operations	2 - 3 weeks - Full time.
5 - 20 Feb	3 - 18 June
Basic Country Survey: USSR	2 weeks - Full time.
	3 weeks - Part time.
22 Apr - 3 May	
Briefing Techniques	See Intelligence Briefing.
Challenge of Worldwide Communism	3 weeks - Full time.
29 Jan - 14 Feb	18 Mar - 5 Apr
14 Feb - 1 Mar	6 - 24 May
Chiefs of Station Seminar	2 weeks - Full time.
5 - 16 Feb	10 - 21 June
8 - 19 Apr	
China Familiarization	1 week - Full time.
22 - 26 Jan	8 - 12 Apr

2 weeks - Full time.

25X1A

25X1A

Approved For Release 2000/08/21 : CIA-RDP78-06370A000200050001-9

SECRET/ONLY

25X1A

SECRET/ [REDACTED] ONLY

Approved For Release 2000/08/21 : CIA-RDP78-06370A000200050001-9

Midcareer Executive Development Course 6 weeks - Full time.

28 Jan - 8 Mar

28 Apr - 7 June

25X1A

3 weeks - Full time.

4 - 22 Mar

3 - 21 June

Operations, Phase I

13 weeks - Full time.

2 Jan - 29 Mar

27 May - 23 Aug

Operations, Phase II

11 weeks - Full time.
(Includes 2 weeks Jump)

8 Jan - 22 Mar

4 Mar - 17 May

Operations Familiarization

4 weeks - Full time.

2 - 26 Jan

8 Apr - 3 May

Operations Support

3 weeks - Full time.

8 - 26 Jan

29 Apr - 17 May

26 Feb - 15 Mar

Orientation to Intelligence

2 weeks - Full time.

4 - 15 Mar

Politics Workshop

3 1/2 days - Full time.

28 - 31 Jan

21 - 24 Apr

Soviet Bloc Operations

2 weeks - Full time.

22 Jan - 2 Feb

27 May - 7 June

18 - 29 Mar

Supervision

1 week - Full time.

22 - 26 Jan

15 - 19 Apr

Support Services (Includes 1 wk Grid)

7 weeks - Full time.

11 Mar - 3 May

3 June - 26 July

25X1A

Approved For Release 2000/08/21 : CIA-RDP78-06370A000200050001-9

SECRET/ [REDACTED] ONLY

Information Reports Familiarization	1 week - Full time.
12 - 16 Feb	13 - 17 May
25 - 29 Mar	20 - 24 May
Intelligence Briefing	18 days - Part time.
4 - 27 Mar	
Intelligence Production	9 weeks - Full time.
4 Mar - 3 May	3 June - 2 Aug
Intelligence Research Techniques	4 or 6 weeks (2 or 3 days a week) - Full time.
3 - 14 June	
Intelligence Review	2 weeks - Full time.
15 - 26 Apr	
Intelligence Techniques	3 weeks - Full time.
29 Jan - 14 Feb	18 Mar - 5 Apr
14 Feb - 1 Mar	6 - 24 May
Introduction to Communism	2 weeks - Full time.
2 - 12 Jan	8 - 19 Apr
4 - 15 Mar	3 - 14 June
Introduction to Intelligence	2 weeks - Full time.
15 - 26 Jan	25 Mar - 5 Apr
12 - 23 Feb	20 - 31 May
Introduction to Map Reading and Imagery Analysis	8 days (over 3 wks) - Full time.
3 - 19 Jan	15 Apr - 1 May
Language Courses	See End of Schedule
Management	1 week - Full time.
12 - 16 Feb	6 - 10 May
Managerial Grid Seminar	6 days - Full time.
28 Jan - 2 Feb	21 - 26 Apr

Language Courses

Full time

French, German, Italian, Portuguese, and Spanish:

2 January 1968

1 July 1968

4 March 1968

(also 3 September 1968)

6 May 1968

Russian, Polish, Serbo-Croatian, Czech, Hungarian:

2 January 1968 and

16 September 1968

All other Languages:

15 January 1968 and

16 September 1968

Part time

All Languages:

2 January 1968 and

6 May 1968

Note: Full-time courses last for six months; part-time courses, most of which meet for two hours in the morning three days a week, are scheduled for a total of either 100 hours or 200 hours.

25X1A

Approved For Release 2000/08/21 : CIA-RDP78-06370A000200050001-9

Support Services Review: Trends and Highlights

3 1/2 days - Full time.
 5 - 8 Mar 4 - 7 June
 30 Apr - 3 May

Vietnam Training

Vietnam Area	15 - 19 Jan	22 - 26 Apr
	11 - 15 Mar	10 - 14 June

25X1A

Records I	1 week - Part time.
-----------	---------------------

, 10, 12 Jan	4, 6, 8, Mar
--------------	--------------

RECORDS II	1 week - Part time.
------------	---------------------

9 Jan - 2 Feb	20 - 24 May
---------------	-------------

8 - 22 Mar	
------------	--

Records III	2 days - Part time.
-------------	---------------------

1 - 12 Mar	6 - 7 May
------------	-----------

Review	9 days - Full time.
--------	---------------------

19 Feb - 1 Mar	27 May - 7 June
----------------	-----------------

Writing Workshop (Advanced)	4 weeks (28 hrs) - Part time.
-----------------------------	-------------------------------

Not Scheduled.	
----------------	--

Writing Workshop (Basic)	4 weeks (28 hrs) - Part time.
--------------------------	-------------------------------

27 May - 7 June	18 June - 11 July
-----------------	-------------------

Writing Workshop (Intermediate)	4 weeks (28 hrs) - Part time.
---------------------------------	-------------------------------

2 - 19 Jan	17 June - 10 July
------------	-------------------

Writing Courses: Correspondence	On Request.
---------------------------------	-------------

25X1A

Approved For Release 2000/08/21 : CIA-RDP78-06370A000200050001-9

SECRET/ ONLY

25X1A

SECRET/ [REDACTED] ONLY
Approved For Release 2000/08/ [REDACTED] RDP78-06370A000200050001-9

25X1A Approved For Release 2000/08/21 : CIA-RDP78-06370A000200050001-9

SECRET/ [REDACTED] ONLY